

FY 2002 Capital Outlay Schedule

General Fund:

Personnel Department:

File and storage cabinets	\$ 325
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Department of the Mayor and Council, City Attorney's Office:

Desk, chair, bookshelf, filing cabinets	\$ 4,000
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Department of the City Manager, Public Information, Graphics, and Printing:

Computer monitor	\$ 1,000
5 CD ROM clip art	1,700
Upgrade to Quark	1,500
Upgrade to PhotoShop	400
Miscellaneous software, utilities, fonts, etc.	1,000
Job tracking software	<u>2,300</u>
Total	\$ 7,900

Department of Community Planning and Development Services, Administration:

Furniture for offices, conference rooms, and public areas	\$ 3,000
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Department of Community Planning and Development Services, Inspection Services:

Office chair	\$ 275
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Department of Finance, Financial Administration and Budget:

4 Chairs @ \$250	\$ 1,000
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Department of Finance, Accounting and Control:

4 filing cabinets @ \$250	\$ 1,000
Office chair	<u>200</u>
Total	\$ 1,200

Department of Finance, Purchasing and Stockroom:

Reel rack	\$ 335
Vertical bar rack	300
2 calculators @ \$50	100
Lateral file cabinet	400
Mail cart	405
Desk chair	300
Pallet puller	<u>250</u>
Total	\$ 2,090

Department of Information and Technology, Operations:

Desk and chair	\$ 1,500
Computer software	283,175
Computer hardware	<u>77,310</u>
Total	\$ 361,985

Department of Information and Technology, Special Projects:

Computer software	\$ 387,940
Computer hardware	<u>141,900</u>
Total	\$ 529,840

FY 2002 Capital Outlay Schedule

— Continued —

Department of Information and Technology, Cable TV and Telecommunications:

3 camera monitors @ \$1,280	\$ 3,840
3 camera studio viewfinders @ \$800	2,400
1 softlight	360
2 tripods @ \$2,200	<u>4,400</u>
Total	\$ 11,000

Department of Public Safety, Neighborhood and Community Services, Police Field Services:

Light bars, sirens and siren boxes, and trunk organizers for marked police cruisers; equipment for 5 replacement vehicles, equipment for 1 new vehicle-including a mobile radio	\$ 44,295
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Department of Public Safety, Neighborhood and Community Services, Police Support Services:

30 D.A.T. magnetic tapes; 3 mobile radios, 2 Fanon model scanners, 4 Motorola sabers, and video cameras for police cruisers	\$ 59,000
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Department of Public Safety, Neighborhood, and Community Services, CS Administration:

Desk, task chair, guest chairs	\$ 600
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Department of Public Works, Administration:

1 flat filing cabinet unit	\$ 3,600
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Department of Public Works, Contract Management:

2 desks @ \$250	\$ 500
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Department of Public Works, Transportation Engineering and Planning:

Chair	\$ 250
Bookshelf	800
Filing cabinet	500
Desk system	2,050
10 corner ramps @ \$1,500	15,000
4 traffic signals @ \$3,000	12,000
Street Light Spot Improvement Program: 2 new UG lights @ \$2,800	<u>5,600</u>
Total	\$ 36,200

Department of Public Works, General Maintenance:

1 breaker attachment for bobcat	\$ 6,000
10 traffic sign upgrades	1,000
1 air tamper	650
1 jack hammer	<u>1,000</u>
Total	\$ 8,650

Department of Public Works, Motor Vehicle Maintenance:

7 sets of mechanic tools @ \$500	\$ 3,500
Shop equipment	<u>250</u>
Total	\$ 3,750

Department of Public Works, Environmental Engineering and Stormwater Management:

New survey equipment to support AutoCAD	\$ 7,000
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FY 2002 Capital Outlay Schedule

— Continued —

Department of Recreation and Parks, Special Events:

5 - 10' x 10' shade canopy tents and sides	\$ 4,025
1 - 10' x 20' shade canopy tent	1,100
1 - 30' x 30' anchor tent	4,000
Holiday Decorations	3,100
5 tables and 5 pairs of replacement table legs	2,000
25 chairs	500
Bil-jax staging	2,000
5 A-frame sign holders	750
5 bike rack barricades	1,200
Replacement parts for bike rack barricades	750
1 Honda quiet generator	3,300
10 A-frame street barricades	600
Event decorations (fabric flags, bunting)	1,000
2 complete sections of scaffolding	600
Event signs and banners	2,000
8 radios, headsets, and batteries	<u>2,500</u>
Total	\$ 29,425

Department of Recreation and Parks, Services Operations:

Cameras, TVs, display boards, AV equipment	\$ 6,000
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Department of Recreation and Parks, Civic Center Complex:

9 folding tables	\$ 540
40 folding chairs	1,600
2 overhead projectors	640
2 slide projectors	1,100
8 theatre spotlights	2,000
Infrared hearing impaired system	2,900
Rear cyclorama	<u>2,000</u>
Total	\$ 10,780

Department of Recreation and Parks, Community Recreation:

Construction and replacement of permanent structures at the Climbing Gym	\$ 3,000
Tents, stove, and lanterns for outdoor trips	<u>2,000</u>
Total	\$ 5,000

Department of Recreation and Parks, Recreation Centers:

Equipment for Lincoln Park Community Center	\$ 3,500
Equipment for Twinbrook Community Recreation Center	3,500
Exhibits, built-in Structures, etc. for Croydon Creek Nature Center (includes start-up equipment purchases for the center as well as exhibits)	15,000
Equipment for the Skate Park	<u>5,000</u>
Total	\$ 27,000

Department of Recreation and Parks, Camps and Classes:

New pottery kiln, replacement of gymnastic mats, gymnastic spring board, audio system, and aerobics equipment	\$ 3,000
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FY 2002 Capital Outlay Schedule

— Continued —

Department of Recreation and Parks, Childcare:

2 computer desks for pre-schoolers @ \$169	\$ 338
Deluxe listening center	150
3 hi-lo adjustable workstations @ \$271	<u>812</u>
Total	\$ 1,300

Department of Recreation and Parks, Senior Center:

New and/or replacement equipment for the fitness room	\$ 4,750
Woodshop equipment	500
Desk and chair	1,000
2 poker tables	<u>1,550</u>
Total	\$ 7,800

Department of Recreation and Parks, Sports:

Electronic table-top score boards, soccer goals, outfield fencing	\$ 1,000
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Department of Recreation and Parks, Parks and Grounds Maintenance:

Ford diesel tractor	\$ 10,700
Toro sand pro 3000 tractor	6,800
Knuckle boom for forestry truck	<u>25,000</u>
Total	\$ 42,500

General Fund Total \$1,220,515

Water Facility Fund:

Department of Finance, Revenue:

External computer tape drive	\$ 600
3 phone headsets @ \$240	720
40-120 meter tapes @ \$12	480
Cell phone	600
Water meters (residential and commercial)	35,200
Plumbers meters	<u>33,000</u>
Total	\$ 70,600

Department of Public Works, Motor Vehicle Maintenance:

1 set of mechanic tools	\$ 500
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Department of Public Works, Water Systems Maintenance:

Portable generator	\$ 1,500
Gas tamp	1,500
Hydraulic jack hammer	750
Hydraulic tamp	<u>750</u>
	\$ 4,500

FY 2002 Capital Outlay Schedule

— Continued —

Department of Public Works, Water Treatment Plant:

2 chemical feed pumps @ \$5,000	\$ 10,000
Chlorine monitoring system	15,000
Desk	417
6 chairs @ \$105	630
Fax machine	180
Drill press	650
6 tool boxes @ \$950	5,700
Pressure washer	480
Sump pump	2,000
5 press plates @ \$1,000	<u>5,000</u>
Total	\$ 40,057

Department of Public Works, Environmental Engineering and Stormwater Management:

Chair	\$ 250
Desk/workstation	<u>1,250</u>
Total	\$ 1,500

Water Facility Fund Total \$ 117,157

Sewer Fund:

Department of Public Works, Motor Vehicle Maintenance:

Mechanic tool set	\$ 500
Hand-held diagnostic analyzer	<u>5,000</u>
Total	\$ 5,500

Department of Public Works, Sewer Systems Maintenance:

Atmosphere testing unit	\$ 13,000
Electric machine	5,000
Root cutter and blade set	2,200
Gas tamp	2,050
Jack hammer	<u>750</u>
Total	\$ 23,000

Sewer Fund Total \$ 28,500

Refuse Fund:

Department of Public Works, Motor Vehicle Maintenance:

Mechanic tools sets for 2.5 FTEs @ \$500	\$ 1,250
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Refuse Fund Total \$ 1,250

Swim Fund:

Department of Recreation and Parks, Swim Center:

6 chairs @ \$157	\$ 942
Hot water heater	6,355
Tiles in recreational and baby pools	<u>3,000</u>
Total	\$ 10,297

Swim Fund Total \$ 10,297

FY 2002 Capital Outlay Schedule

— Continued —

Parking Fund:

Department of Public Safety, Neighborhood, and Community Services, Police Parking Meters:	
Meters, equipment, and tools	\$ 15,500
Parking Fund Total	<u>\$ 15,500</u>

Stormwater Management Fund (SWM):

Department of Public Works, Motor Vehicle Maintenance:	
Vehicle (see the Fleet Schedule in the Department of Public Works)	\$ 18,000
SWM Fund Total	<u>\$ 18,000</u>

RedGate Golf Course Fund:

Department of Public Works, Motor Vehicle Maintenance:	
Vehicles (see the Fleet Schedule in the Department of Public Works)	\$ 18,200

Department of Recreation and Parks, RedGate Golf Course:

Construction and rebuilding project materials	\$ 5,000
Rebuilding and renovation of sand bunkers	10,000
3 lateral file cabinets	1,500
3-piece set of mowing units	4,500
Triplex greens mower	18,000
Out-front rotary mower	15,000
MIG welder	2,500
Tractor mounted blower	4,000
Computer system	2,050
New phone system	<u>17,000</u>
Total	\$ 79,550

RedGate Golf Course Fund \$ 97,750

Special Activities Fund:

Department of Recreation and Parks, Glenview Mansion Restoration:	
Mansion furnishings	\$ 37,656

Special Activities Fund Total \$ 37,656

Capital Outlay Total, All Funds: \$1,546,125

Administrative Scale Employees Position Grades and Classifications

Grade	Position Classification
6-8	Not used at this time
9	Transportation Aide
10	Assistant Golf Equipment Mechanic/Operator; Engineering Technician I; Golf Course Technician; Meter Services Technician; Secretary I; Second Assistant Golf Pro
11	Cashier; City Hall Facilities Manager; Copy Center and Mail Specialist; Fleet Service Mechanic
12	Accounts Payable Assistant I; Aquatics Facilities Operator; Fleet Clerk; Golf Equipment Mechanic/Operator; Maintenance Communications Operator; Payroll Assistant I; Public Information Assistant/PBX Operator; Records Management Clerk; Revenue Assistant I; Secretary II; Special Operations Technician; Video Technician
13	Accounts Payable Assistant II; Assistant Facilities Engineer; Computer Operator; Inventory Services Clerk; Neighborhood Services Officer; Parks Equipment Mechanic; Purchasing Assistant; Secretary/Bookkeeper; Secretary III; Sports Field Specialist; Transportation Leader
14	Administrative Assistant I; Assistant to the City Clerk; Crew Supervisor; Meter Services Supervisor; Payroll Assistant II; Permit Technician; Personnel Assistant; Police Equipment and Budget Coordinator; Revenue Assistant II; Water Treatment Plant Trainee
15	Administrative Assistant II; Cable TV Production Specialist I; Commercial Property Codes Inspector; Fleet Mechanic; Forestry Crew Supervisor; Housing Codes Inspector; Inventory Services Supervisor; Personnel Technician; Planning Technician; Police Communications Operator; Printing Specialist I; Sports Facilities and Athletic Fields Maintenance Supervisor; Utilities Crew Supervisor
16	Administrative Support Coordinator; Arts Programs Specialist; Assistant Community Center Supervisor; Buyer; Cable TV Production Specialist II; City Management Intern; Construction Codes Inspector; Engineering Technician IV; Facilities Engineer; Fire Codes Inspector; Graphics Specialist; Information Systems Coordinator; Planner I; Printing Specialist II; Sports Programs Specialist; Victim Advocate; Water Plant Operator; Web/Graphics Assistant
17	Assistant Golf Course Superintendent; Community Services Specialist; Engineering Technician V; First Assistant Golf Pro; Parks Management Assistant; Parks Maintenance Specialist; Program Support Coordinator; Public Information Specialist; Senior Center Wellness Coordinator; Senior Citizens Fitness Specialist; Senior Construction Codes Inspector
18	Aquatics Facility Manager; Deputy City Clerk; Fleet Maintenance Supervisor; Network and PC Support Specialist; PC Support Specialist; Parks and Facilities Development Specialist; Permit Software Support Specialist; Rehabilitation Specialist; Sanitation Supervisor; Special Operations Supervisor; Youth, Family and Community Services Specialist

Administrative Scale Employees Position Grades and Classifications

— Continued —

19	Accountant; Aquatics Supervisor; Assistant Sports Programs Supervisor; Community Center Supervisor; Fire Codes Plans Examiner; Planner II; Plans Examiner; Television Producer/Writer; Theater/Civic Center Supervisor
20	Accounting Operations Supervisor; Assistant to the City Attorney; Civil Engineer I/Environment; Civil Engineer I/Traffic and Transportation; Council Support Specialist; Employee Wellness Coordinator; Nature Center Supervisor; Purchasing Supervisor; Teen Program Coordinator
21	Assistant City Forester; Community Planning and Development Services (CPDS) Administrator; Graphics/Printing Supervisor; Human Rights and Community Mediation Administrator; Neighborhood Resource Coordinator; Parks Maintenance Supervisor; Planner III; Project Implementation Coordinator; Public Works Administrator; Senior Citizens Recreation Coordinator; Supervisor of Construction and Zoning; Support Services Coordinator; Utilities Maintenance Supervisor; Web Administrator
22	Arts Program Supervisor; Assistant to the City Manager; Budget Management Administrator; Cable TV Programming and Telecommunications Coordinator; Civil Engineer II/Environment; Civil Engineer II/Traffic and Transportation; Computer Programmer/Analyst; Coordinator of Senior Social Services; Environmental Specialist; Fleet Manager; Horticulturist; Network and PC Support Manager; Recreation Programs Supervisor; Sanitation Superintendent; Senior Citizens Center Supervisor; Special Events Coordinator; Sports Programs Supervisor
23	City Forester; Civic Center Superintendent; Community Planning and Development Services (CPDS) Specialist; Fire Marshal; Golf Course Superintendent; Network Engineer; Parks and Facilities Development Manager; Parks Services Manager; Personnel Administrator; Recreation Development Program Coordinator; Supervisor of Housing and Community Enhancement; Systems Analyst/Project Leader; Youth, Family, and Community Services Supervisor
24	Civil Engineer III; Community Development Program Manager; Community Services Program Manager; Contracts Officer; Facilities Maintenance Supervisor; Geographic Information Systems Manager; Recreation and Parks Administration Manager; Revenue Supervisor; Safety and Risk Management Administrator; Senior Neighborhood Resource Coordinator; Swim Center Superintendent
25	Financial Systems Manager; Senior Systems Analyst/Project Leader
26	Chief of Contract Management; Chief of Inspection Services; Chief of Long Range Planning; Public Information Manager; Support Services Manager; Water Plant Superintendent
27	Chief Engineer/Environment; Chief Engineer/Transportation; Chief of Planning; Controller; Operations Maintenance Superintendent; Superintendent of Parks and Facilities; Superintendent of Recreation
28-33	Not used at this time

Administrative Scale Employees Pay Scale Annual Salaries

<i>Pay Grade</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>	<i>Step 15</i>
6	21,627	22,384	23,168	23,979	24,818	25,687	26,586	27,516	28,479	29,476	30,508	31,575	32,676
7	22,709	23,504	24,326	25,178	26,059	26,971	27,915	28,892	29,903	30,950	32,033	33,154	34,314
8	23,844	24,679	25,543	26,437	27,362	28,320	29,311	30,337	31,398	32,497	33,635	34,812	36,029
9	25,037	25,913	26,820	27,758	28,730	29,736	30,776	31,853	32,968	34,122	35,316	36,553	37,824
10	26,288	27,208	28,161	29,146	30,166	31,222	32,315	33,446	34,617	35,828	37,082	38,380	39,714
11	27,603	28,569	29,569	30,604	31,675	32,783	33,931	35,118	36,348	37,620	38,936	40,299	41,709
12	28,983	29,997	31,047	32,134	33,259	34,423	35,627	36,874	38,165	39,501	40,883	42,314	43,794
13	30,432	31,497	32,600	33,741	34,921	36,144	37,409	38,718	40,073	41,476	42,927	44,430	45,979
14	31,954	33,072	34,230	35,428	36,668	37,951	39,279	40,654	42,077	43,550	45,074	46,651	48,274
15	33,551	34,726	35,941	37,199	38,501	39,848	41,243	42,687	44,181	45,727	47,327	48,984	50,689
16	35,229	36,462	37,738	39,059	40,426	41,841	43,305	44,821	46,390	48,013	49,694	51,433	53,224
17	36,990	38,285	39,625	41,012	42,447	43,933	45,471	47,062	48,709	50,414	52,179	54,005	55,894
18	38,840	40,199	41,606	43,062	44,570	46,130	47,744	49,415	51,145	52,935	54,787	56,705	58,689
19	40,782	42,209	43,687	45,216	46,798	48,436	50,131	51,886	53,702	55,581	57,527	59,540	61,619
20	42,821	44,320	45,871	47,476	49,138	50,858	52,638	54,480	56,387	58,361	60,403	62,517	64,694
21	44,962	46,536	48,164	49,850	51,595	53,401	55,270	57,204	59,206	61,279	63,423	65,643	67,939
22	47,210	48,862	50,573	52,343	54,175	56,071	58,033	60,064	62,167	64,343	66,595	68,925	71,334
23	49,571	51,306	53,101	54,960	56,883	58,874	60,935	63,068	65,275	67,560	69,924	72,372	74,904
24	52,049	53,871	55,756	57,708	59,728	61,818	63,982	66,221	68,539	70,938	73,420	75,990	78,644
25	54,652	56,564	58,544	60,593	62,714	64,909	67,181	69,532	71,966	74,485	77,091	79,790	82,584
26	57,384	59,393	61,471	63,623	65,850	68,154	70,540	73,009	75,564	78,209	80,946	83,779	86,704
27	60,253	62,362	64,545	66,804	69,142	71,562	74,067	76,659	79,342	82,119	84,993	87,968	91,039
28	63,266	65,480	67,772	70,144	72,599	75,140	77,770	80,492	83,309	86,225	89,243	92,367	95,591
29	66,429	68,754	71,161	73,651	76,229	78,897	81,659	84,517	87,475	90,536	93,705	96,985	100,389

AFSCME Union Scale Employees

Position Grades, Classifications, and Pay Scale Annual Salaries

<u>Grades</u>	<u>Position Classifications</u>	<u>Grades Progression</u>
1	Laborer	Steps 1 thru 7
2	Maintenance Worker	Steps 1 thru 7
2	Sanitation Worker	Steps 2 thru 8
3	Facilities Maintenance Trades Worker	Steps 1 thru 7
3	Traffic Maintenance Worker	Steps 1 thru 7
3	Tree Climbers	Steps 2 thru 8
3	Sanitation Operator	Steps 2 thru 8
3	Trades Worker	Steps 1 thru 7
4	Not used at this time	Steps 1 thru 8

<i>Pay Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
<i>1</i>	24,276	25,065	25,880	26,721	27,590	28,486	29,412	30,360
<i>2</i>	26,340	27,196	28,080	28,992	29,935	30,908	31,912	32,940
<i>3</i>	28,579	29,508	30,467	31,457	32,479	33,535	34,625	35,740
<i>4</i>	31,008	32,016	33,056	34,131	35,240	36,385	37,568	38,780

Police Scale Employees

Position Grades, Classifications, and Pay Scale Annual Salaries

<u>Grade</u>	<u>Position Classifications</u>
PO1	Police Officer
PO2	Police Officer
PO3	Police Officer
PO4	Police Corporal
PO5	Not used at this time
PO6	Police Sergeant
PO9	Police Manager Lieutenant
PO10	Police Manager Captain

<i>Pay Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>	<i>Step 14</i>
<i>PO1</i>	33,983	35,172	36,403	37,677	38,996	40,361	41,773	43,236	44,749	46,315	47,936	49,614	51,350	n/a
<i>PO2</i>	35,682	36,931	38,223	39,561	40,946	42,379	43,862	45,397	46,986	48,631	50,333	52,095	53,918	n/a
<i>PO3</i>	37,466	38,777	40,135	41,539	42,993	44,498	46,055	47,667	49,336	51,062	52,849	54,699	56,614	58,595
<i>PO4</i>	39,339	40,716	42,141	43,616	45,143	46,723	48,358	50,051	51,802	53,615	55,492	57,434	59,444	61,525
<i>PO5</i>	41,306	42,752	44,248	45,797	47,400	49,059	50,776	52,553	54,392	56,296	58,267	60,306	62,417	n/a
<i>PO6</i>	43,372	44,890	46,461	48,087	49,770	51,512	53,315	55,181	57,112	59,111	61,180	63,321	65,537	67,831
<i>PO9</i>	53,129	54,988	56,913	58,905	60,967	63,100	65,309	67,595	69,961	72,409	74,943	77,566	80,281	83,091
<i>PO10</i>	57,062	59,059	61,126	63,265	65,480	67,771	70,143	72,598	75,139	77,769	80,491	83,308	86,224	89,242

Recreation and Parks Benefit Scale Employees Position Grades, Classifications, and Pay Scale Hourly Rates

These hourly rates pertain to Recreation and Parks employees receiving benefits:

Grades	Position Classifications
1	Not used at this time
2	Activity Instructor I; Clerk II; Lifeguard I
3	Lifeguard II
4	Clerk III; Custodian II; Facilities Supervisor II; Community/Special Events Coordinator; Third Assistant Golf Pro
5	Bus Driver; Childcare Group Leader; Childcare Preschool Staff; Facilities Manager; Groundskeeper; Kids Club Director; Program Assistant II
6	Activity Instructor V; Program Assistant III; Senior Outreach Worker I; Senior Swim Instructor; Teen Center Director; Theater Technician IV
7	Childcare Assistant Director; Head Swim Coach; Program Assistant IV; Senior Outreach Worker II
8	Childcare Director; Childcare Preschool Director; Childcare Program Assistant
9	Not used at this time
10	Not used at this time

<i>Pay Grade</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>	<i>Step 11</i>	<i>Step 12</i>	<i>Step 13</i>
1	5.96	6.16	6.38	6.60	6.83	7.07	7.32	7.58	7.84	8.12	8.40	8.69	9.00
2	6.96	7.20	7.46	7.72	7.99	8.27	8.56	8.85	9.16	9.49	9.82	10.16	10.52
3	7.68	7.95	8.22	8.51	8.81	9.12	9.44	9.77	10.11	10.46	10.83	11.21	11.60
4	8.09	8.37	8.66	8.97	9.28	9.61	9.94	10.29	10.65	11.02	11.41	11.81	12.22
5	9.35	9.68	10.01	10.36	10.73	11.10	11.49	11.89	12.31	12.74	13.19	13.65	14.13
6	10.89	11.27	11.66	12.07	12.49	12.93	13.38	13.85	14.33	14.84	15.36	15.89	16.45
7	12.61	13.05	13.51	13.98	14.47	14.97	15.50	16.04	16.60	17.18	17.78	18.41	19.05
8	15.36	15.90	16.46	17.04	17.63	18.25	18.89	19.55	20.23	20.94	21.67	22.43	23.22
9	16.95	17.55	18.16	18.80	19.45	20.14	20.84	21.57	22.32	23.11	23.91	24.75	25.62
10	19.67	20.36	21.07	21.81	22.57	23.36	24.18	25.03	25.90	26.81	27.75	28.72	29.72

Senior Administrative Scale Employees Position Grades, Classifications, and Pay Scale Annual Salaries ---

Grades	Position Classifications
SA I	Assistant City Manager; Director of Neighborhood and Community Services; Director of Personnel
SA II	Director of Community Planning and Development Services; Director of Finance; Director of Information and Technology; Director of Public Safety; Director of Public Works; Director of Recreation and Parks
SA III	Not used at this time

<i>Pay Grade</i>	<i>Step A</i>	<i>Step B</i>	<i>Step C</i>	<i>Step D</i>	<i>Step E</i>	<i>Step F</i>	<i>Step G</i>	<i>Step H</i>	<i>Step I</i>	<i>Step J</i>	<i>Step K</i>	<i>Step L</i>	<i>Step M</i>
<i>SA I</i>	79,220	81,993	84,863	87,833	90,907	94,089	97,382	100,790	104,318	107,969	111,748	115,659	119,707
<i>SA II</i>	83,181	86,093	89,106	92,224	95,452	98,793	102,251	105,830	109,534	113,367	117,335	121,442	125,693
<i>SA III</i>	87,340	90,397	93,561	96,836	100,225	103,733	107,363	111,121	115,010	119,036	123,202	127,514	131,977

Organizational Structure Listing

General Fund (110)	Organization Name	Org. #	Supervisor	Ext. #
Personnel Department (450)	Personnel	2101	R. Hajewski	4271
Department of the Mayor and Council (500)	Mayor and Council's Office	0100	C. Funkhouser	4311
	City Attorney's Office	0500	P. Glasgow	4321
	City Clerk's Office	1100	C. Funkhouser	4311
Department of the City Manager (550)	City Manager's Office	0101	M. Pentz	4301
	Public Information Office (PIO)	1101	K. Shulman	4325
	Graphics and Printing	1111	N. Zombolas	4281
Department of Community Planning and Development Services (CPDS) (600)	CPDS Administration	0100	A. Chambers	4201
	Revitalization and Housing	0200	E. Duffy	4242
	Planning	0300	B. Spalding	4204
	Long-Range Planning	0400	A. Chambers	4201
	Inspection Services	0501	L. MacDermid	4251
Department of Finance (700)	Financial Administration and Budget	0100	D. Boxer	4361
	Accounting and Control	0200	D. Rowland	4362
	Revenue	0300	D. Peoples	4160
	Purchasing and Stockroom	0600	E. Morris	4292
Department of Info. and Technology (750)	I.T. Operations	0100	M. Cannon	4751
	I.T. Special Projects	0200	M. Cannon	4751
	I.T. Cable T.V./Telecommunications	0300	D. Breisch	4329
Department of Public Safety, Neighborhood, and Comm. Services (Public Safety) (800)	Police Administration	1001	T. Treschuk	4101
	Investigations	1001	T. Treschuk	4101
	Community Services	1004	T. Treschuk	4101
	Patrol	1101	M. England	4102
	COPS Grant	1102	M. England	4102
	Drug Task Force	1104	M. England	4102
	Support Services	1201	L. Potter	4103
	Dispatch	1202	L. Potter	4103
	Neighborhood Services	1205	L. Potter	4103
Department of Public Safety, Neighborhood, and Comm. Services (Neighborhood and Comm. Svcs.) (801)	Community Services Administration	0100	T. Treschuk	3381
	Neighborhood Resource Program	0200	T. Treschuk	3381
	Comm. Enhancement/Code Enforc.	0501	T. Treschuk	3381
	Youth, Family and Community Serv.	0600	T. Treschuk	3381
Department of Public Works (850)	Public Works Administration	0100	H. Cranor	4221
	Contract Management	0201	M. Wilhelm	301-610-5615
	Transportation Engineering	0403	L. Marcus	4228
	Traffic Operations	0404	L. Marcus	4228
	Street Lighting	0405	L. Marcus	4228
	General Maintenance	0702	B. Turner	4012
	Snow and Ice Removal	0703	B. Turner	4012
	Motor Vehicle Maintenance	0803	P. Stroud	4018
	Environmental Eng./SWM	3301	S. Straus	4218

Organizational Structure Listing

— Continued —

General Fund (110)	Organization Name	Org. #	Supervisor	Ext. #
Department of Recreation and Parks (900)	Recreation and Parks Operations	0101	B. Hall	4331
	Special Events	0150	M. Henry	4337
	Recreation Services Operations	1001	P. Bryan	4341
	Civic Center Complex	1101	L. Dronenburg	3002
	Comm. Recreation - South District	2005	P. Bryan	4341
	Comm. Recreation - North District	2006	P. Bryan	4341
	Comm. Recreation - Teen	2008	P. Bryan	4341
	Comm. Recreation - Playgrounds	2011	P. Bryan	4341
	Comm. Recreation - Outdoor Rec.	2017	P. Bryan	4341
	Comm. Recreation - Arts	2021	P. Bryan	4341
	Recreation Centers - Lincoln Park	2131	P. Bryan	4341
	Recreation Centers - Twinbrook	2132	P. Bryan	4341
	Recreation Centers - Croydon Creek	2133	P. Bryan	4341
	Recreation Centers - Skate Park	2134	P. Bryan	4341
	Camps	3012	P. Bryan	4341
	Classes	3016	P. Bryan	4341
	Childcare	3115	P. Bryan	4341
	Senior Center Management	4041	P. Bryan	4341
	Senior Social Services	4043	P. Bryan	4341
	Senior Recreation	4045	P. Bryan	4341
	Senior Sport and Exercise	4047	P. Bryan	4341
	Adult Sports	5061	P. Bryan	4341
	Youth Sports	5062	P. Bryan	4341
	Parks and Facilities Maint. Mgmt.	7501	J. Hayes	4031
	Forestry Maintenance	7521	J. Hayes	4031
	Horticultural Maintenance	7522	J. Hayes	4031
	Parks West/Athletic Fields Maint.	7531	J. Hayes	4031
	Parks East/Rights-of-Way Maint.	7532	J. Hayes	4031
	Facilities Maintenance Services	8511	J. Hayes	4031
Non-Departmental (950)	General Government	0100	D. Boxer	4361
	Debt Service	0200	D. Boxer	4361

Water Facility Fund (210)				
Department of Finance (700)	Revenue	0300	D. Peoples	4160
Department of Public Works (850)	Water Systems Maintenance	0502	B. Turner	4012
	Motor Vehicle Maintenance	0803	P. Stroud	4018
	Water Treatment Plant	0901	B. Sizemore	3081
	Environmental Eng./SWM	3301	S. Straus	4218
Non-Departmental (950)	General Government	0100	D. Boxer	4361
	Debt Service	0200	D. Boxer	4361

Organizational Structure Listing

— Continued —

Sewer Fund (220)		Organization Name	Org. #	Supervisor	Ext. #
Dept. of the Mayor/Council (500)		City Attorney's Office	0500	P. Glasgow	4321
Department of Public Works (850)		Sewage Disposal	0300	S. Straus	4218
		Sanitary Sewer Systems Maintenance	0602	B. Turner	4012
		Motor Vehicle Maintenance	0803	P. Stroud	4018
		Environmental Eng./SWM	3301	S. Straus	4218
Non-Departmental (950)		General Government	0100	D. Boxer	4361
		Debt Service	0200	D. Boxer	4361

Refuse Fund (230)		Organization Name	Org. #	Supervisor	Ext. #
Department of Public Works (850)		Leaf Collection Program	0704	B. Turner	4012
		Motor Vehicle Maintenance	0803	P. Stroud	4018
		Refuse	1702	C. Thomas	4015
Non-Departmental (950)		General Government	0100	D. Boxer	4361

Property Management Fund (250)		Organization Name	Org. #	Supervisor	Ext. #
Non-Departmental (950)		General Government	0100	D. Boxer	4361

Swim Center Fund (260)		Organization Name	Org. #	Supervisor	Ext. #
Department of Recreation and Parks (900)		Swim Center Mgmt/Operations	2601	M. Eldridge	3041
		Swim Center Programming	2603	M. Eldridge	3041
		Swim Center Snack Bar Operations	2604	M. Eldridge	3041
Non-Departmental (950)		General Government	0100	D. Boxer	4361

Parking Fund (320)		Organization Name	Org. #	Supervisor	Ext. #
Dept of PSNCS (800)		Parking Meters	1301	M. England	4102
Non-Departmental (950)		General Government	0100	D. Boxer	4361

Stormwater Management Fund (330)		Organization Name	Org. #	Supervisor	Ext. #
Dept of the Mayor/Council (500)		City Attorney's Office	0500	P. Glasgow	4321
Department of Public Works (850)		Motor Vehicle Maintenance	0803	P. Stroud	4018
		Environmental Eng./SWM	3301	S. Straus	4218
Non-Departmental (950)		General Government	0100	D. Boxer	4361

Golf Fund (340)		Organization Name	Org. #	Supervisor	Ext. #
Department of Public Works (850)		Motor Vehicle Maintenance	0803	P. Stroud	4018
Department of Recreation and Parks (900)		Golf Course Mgmt/Ground Srv.	3401	R. Evans	4095
		Golf Course Clubhouse	3402	R. Evans	4095
Non-Departmental (950)		General Government	0100	D. Boxer	4361

Organizational Structure Listing

— Continued —

Special Activities (350)	Organization Name	Org. #	Supervisor	Ext. #
Department of IT (750)	Telecommunications	6501	D. Breisch	4329
Dept of PSNCS (NCS) (801)	Holiday Drive	6301	T. Treschuk	3381
	REAP Endowment Fund	6401	T. Treschuk	3381
	Strengthening Families	6801	T. Treschuk	3381
Department of Recreation and Parks (900)	Youth Recreation	6001	P. Bryan	4341
	Glenview Mansion Restoration	6101	L. Dronenburg	3002
	Senior Scholarship	6201	P. Bryan	4341
	Friends of the Arts	6601	P. Bryan	4341
	Rockville Youth Orchestra	6602	P. Bryan	4341
	Bikeway Program	6701	P. Bryan	4341
	Forest and Tree Preservation	6901	J. Hayes	4031
	Pepsi Sponsorship	7001	P. Bryan	4341

Revenue Object Code Listing

PROPERTY TAXES			
3111	Real Property Taxes	3191	Interest of Taxes
3112	Personal Property Corps.	3192	Penalty and Interest - Special Assessment
3113	Personal Property Unincorp. Businesses		

LICENSES AND PERMITS			
3214	Traders Licenses	3227	Animal Licenses
3221	Building Permits	3228	Stormwater Management Permits
3225	Rental Licenses	3229	Other Non-Business Licenses
3226	Landlord and Tenant Fees		

INTERGOVERNMENTAL REVENUES			
3311	Federal Grants	3353	Parking Meter Revenue
3316	Summer Foods Grant	3354	Parking Lot Receipts
3340	Police State Grants - Protection	3355	Gasoline and Motor Vehicle Tax
3341	Police State Grants - Victim Advocate	3358	Admissions Tax
3342	Police Federal Grants - COPS	3371	County Tax Duplicate Payment
3343	Stormwater Grants	3373	Road Maintenance Payment
3344	State Grants	3389	Cable Franchise Fees
3346	Youth Services Grants	3390	Telecommunications Fees
3348	Recreation Grants	3391	Payment in-Lieu-of-taxes/Montgomery County
3349	Transportation Planning Grants	3392	Payment in-Lieu-of-taxes/RHA
3350	Mont. County Self-Insurance Rebate	3437	Traffic Signal Maintenance Payment
3352	Income Taxes		

CHARGES FOR SERVICES			
3411	Sale of Building	3445	Water/Sewer Hook-up - Commercial
3412	Recording Fees	3447	Special Refuse Pick-up Charges
3413	Zoning/Sub-Division Fees	3471	Golf Fees
3414	Community Support - Police	3472	Swimming Pool Fees
3415	Sale of Materials and Public Documents	3473	Memberships
3417	Sale of Land	3474	Recreation and Parks Concessions
3418	Fire Safety	3475	Facility Use Fees
3419	Fire Review	3476	Recreation Program Fees
3421	Permit District Fees	3477	Social Services Fees
3422	Fire Protection Charges	3478	Special Events Fees
3431	Public Works Permits and Fees	3479	MRPA Theme Park Tickets
3441	Utility Customer Charges	3480	Theatre Ticket Revenue
3442	Utility Penalty Charges	3492	Stormwater Waiver
3444	Sewer Connection Charges - Residential		

FEES AND FORFEITURES			
3511	Municipal Infractions	3521	Abandoned Vehicles
3512	Parking Violations	3522	Confiscated Funds
3513	Other Fines		

Revenue Object Code Listing

— Continued —

USE OF MONEY AND PROPERTY			
3611	Interest Earnings	3635	Water Works Assessment
3613	Interest Income - Lenmore	3636	Interest Income - Assessments
3614	Interest Income - Whalen I and II	3651	County Contribution - CIP
3624	Returned Check Fees	3652	State Contribution - CIP
3625	Rental - Parking Lot	3653	States Grants - CIP
3626	Land Rental	3654	State Loan
3627	Building Rental	3658	Pay-as-you-go - CIP
3631	Front Foot Benefit Assessment	3673	Community Contributions
3632	Paving/Sidewalk Assessment	3674	Other Grant Revenue
3633	Driveway Assessment Penalties	3675	Developer Contributions - CIP
3634	Special Assessment Penalties	3676	Contributions to Projects - CIP

MISCELLANEOUS REVENUE			
3911	Auctioned Assets Other Than Vehicles	3916	Miscellaneous Revenues
3913	Auctioned Vehicles		

INTERFUND OPERATING TRANSFERS/FUND BALANCE			
3920	Charges to the General Fund	3928	Transfers from the SWM Fund
3921	Transfers from the General Fund	3929	Transfers from Other Fund
3922	Transfer from the Water Fund	3930	Transfer from the Property Management Fund
3923	Transfers from the Sewer Fund	3931	General Obligation Bonds - CIP
3924	Transfers from the Refuse Fund	3932	Premium on Bonds Sold
3925	Transfer from the Swim Center Fund	3933	Bank Note Proceeds
3927	Transfer from the Golf Course Fund	3940	Appropriated Fund Balance/Retained Earnings

Expenditure Object Code Listing

Personnel Expenditures (0100s)			
0101	Regular Employee Wages	0123	Thrift Option Retirement-City
0102	Contract Employees Wages	0124	Group Hospitalization-City
0103	Temporary Employees Wages	0126	Group Life-City
0104	Overtime	0127	Group Dental-City
0107	Disability-Short term	0128	Workers Compensation Insurance
0121	FICA-City	0129	Unemployment Insurance
0122	Defined Benefits Retirement-City	0130	Medicare-City

OPERATING EXPENDITURES (0200s and 0300s)			
0201	Consultants	0244	Vehicle Repairs-Accidents
0202	Audit/Actuarial/Accounts	0250	Industrial Discharge-WSSC
0203	Bond Counsel/Financial Advising	0251	WSSC Capacity Provision Contracts
0204	Bank/Investment Services	0252	Purchase of WSSC Water
0205	Legal Fees	0253	Refuse Dump Fees
0206	Outside Trainers	0254	Uniform Rental
0207	Temporary Agency Personnel	0255	Uniform Cleaning
0208	Artisans	0256	Contracted Refuse Service
0209	Veterinary Services	0257	Facility Rental
0210	Microfilming	0258	Outside Printing
0211	Telecommunication Charges	0259	Heavy Equipment Rental
0212	Postage	0261	Blue Plains/Upper Potomac Interceptor
0213	Advertising-Non Recruitment	0262	Contracted Laboratory Services
0214	Data Processing Services	0282	Liability Insurance
0216	Office Equipment Rentals	0283	Property Insurance
0217	Communication Equipment Rental	0285	Uninsured Utility Damage
0219	Janitorial Services	0293	Other Equipment Leases
0221	Medical Exams	0294	Vehicle Leases
0222	Recruitment Expenses	0310	Electricity
0224	Travel	0311	Heating Fuel
0225	Class and Professional Development	0312	Gasoline and Oil
0226	Dues, Fees, and Publications	0320	Equipment Parts
0227	Relocation Expenses	0323	Program Supplies
0230	Contract Services-Building	0324	Maintenance Supplies
0231	Contract Services-Grounds	0325	Computer Supplies
0232	Contract Services-Street Repairs	0326	Chemicals
0234	Alarm Systems	0328	Trophies and Awards
0235	Office Equipment Maintenance	0329	Purchase/Inventory Issue Clothing
0236	Computer Equipment Maintenance	0330	Meal/Shoe/Certificate Allowance
0237	Communication Equipment Maintenance	0331	Board and Commission Supplies
0238	Contract Transportation Services	0332	Contingency
0239	Contract Signal/Light Maintenance	0333	Confiscated Funds Reimbursement
0240	Contract Vehicle Maintenance Repair	0334	Vehicle Preparation Costs
0241	Other Contract Equipment Repair	0336	MRPA Theme Park Tickets
0242	Contract Repair-Adds No Value	0338	Senior Supper Club Program
0243	Credit Card Charges	0339	PARC-IT Program

Expenditure Object Code Listing

— Continued —

CAPITAL OUTLAY EXPENDITURES (0400s)			
0411	Land Acquisitions	0436	Equipment and Tools
0412	Site Preparation and Improvements	0438	Computer Hardware
0421	Major Repairs	0440	Computer Software
0426	CIP Contracts	0443	Mansion Furnishings
0431	Vehicle Purchase	0453	Water Meters
0433	Communications Equipment	0454	Water Transmission Main Equipment
0434	Office Furniture	0455	Plumbers Meters

OTHER OBJECT CODES (0500s, 0600s, and 0700s)			
0510	Loan Expense	0521	Depreciation
0511	Principal	0522	Amortization Expense
0512	Interest	0524	Disposal of Inventory-Scrap
0513	Bad Debt Expense	0532	Community Assistance

0601	Healthy Families	0617	Montgomery Funders Group
0602	Holiday Drive Grant	0618	Washington Chiefs
0603	Peerless Rockville	0619	Helping Hands Shelter
0604	Economic Development Corporation Grant	0621	Child Care Connection
0605	Rockville Community Clinic	0622	Chase Shelter
0606	Rocknet	0623	Montgomery Avenue Woman's Shelter
0607	Rainbow Shelter	0624	Dorothy Day Shelter
0608	Other Outside Agencies	0626	Home Health Care for Elderly
0609	Mental Health "Moms"	0627	Interfaith Clothing
0610	REAP	0630	Rockville Consortium for Science
0611	SCLC	0631	Stepping Stones Shelter
0612	Manna Food Center	0632	Hispanics United for Rockville
0613	Hispanics United for Montgomery	0634	Latino Outreach Program
0614	Working Parents Association	0635	Sophia House
0615	Habitat for Humanity	0636	Friends in Action
0616	Rockville Arts Place (RAP)	0637	MobileMed

0711	Transfer to Parking Fund	0757	Transfer to Refuse Fund
0712	Transfer to Swim Center Fund	0759	Transfer to RedGate Golf Course Fund
0715	Transfer to Debt Service Fund	0765	Administrative Charges
0732	Transfer to Special Activities Fund	0770	Contribution to CIP
0754	Transfer to Water Fund	0775	Add. Fund Balance/Retained Earnings

Glossary

Definitions of terms used in the Operating Budget and Capital Improvements Program (CIP) are listed below and on the pages that follow.

Accounting System – The total structure of records and procedures that identify, record, classify, summarize, and report information on the financial position and results of operations of a government.

Accrual Basis of Accounting – The method of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Action Areas – The seven areas of focus developed through the *Imagine Rockville* process. The Action Areas are: Diversity and the Arts, Economic Development, Neighborhoods, Technology, Environment, Transportation, and Town Center.

ADA – Americans With Disabilities Act.

Americans With Disabilities Act (ADA) – This federal act gives civil rights protections to individuals with disabilities, similar to those provided to individuals on the basis of race, sex, national origin, and religion.

Annexation – The incorporation of additional territory within the domain of the City.

APWA – American Public Works Association.

Appropriation – An authorization made by the Mayor and Council that permits City departments to make expenditures of governmental resources for specific purposes within a specific time frame.

Art in Public Architecture — An ordinance devoted to the furtherance of art intended to beautify the City. This ordinance identifies construction projects within the City in which an amount is reserved for permanent artwork at the site. Additional details regarding this ordinance can be found in chapter four of the Rockville City Code.

ASCE – American Society of Civil Engineers.

Assessable Base – The total value of all real and personal property in the City that is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

Assessed Valuation – A percent of appraisal value assigned to real estate and certain personal property for use as a basis for levying property taxes. Maryland assessed valuation is 40 percent of appraisal value.

AWWA – American Water Works Association.

Balanced Budget – A budget in which revenues equal expenditures.

BOCA – Building Officials Code Administrators organization.

Glossary

— Continued —

Bond – A written promise to pay a designated sum of money (called the principal), at a specific date in the future, together with periodic interest at a specified rate. In the Operating Budget, these payments are identified as debt service. Bonds are generally used to obtain long-term financing for capital improvements.

Bond Anticipation Notes – Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bonds Issued – Bonds sold.

Bond Rating – A rating from a schedule of grades indicating the probability of timely repayment of principal and interest on bonds issued.

Budget – A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures to fund City services in accordance with adopted policy.

Budget Year – The fiscal year for which the budget is being considered.

CAFR – See Comprehensive Annual Financial Report.

CALEA – Commission on Accreditation for Law Enforcement Agencies.

Capital Budget – The annual adoption by the Mayor and Council of project appropriations. Project appropriations are for the amount necessary to carry out a capital project's expenditure plan, including multi-year contracts for which a total appropriation covering several years planned expenditures may be required.

Capital Outlays – Expenditures that result in the acquisition of or addition to fixed assets. Any item with an expected life of more than a year and a value of more than \$500, such as an automobile, truck, or furniture, is categorized as a capital outlay.

Capital Improvements Program (CIP) – The annual updated plan or schedule of project expenditures for public facilities and infrastructure with estimated project costs, sources of funding, and timing of work over a six-year period. For financial planning and general management, the CIP is a plan of work and expenditures, and is the basis for annual appropriations and bond issues.

Capital Project – A governmental effort involving expenditures and funding for the creation of usually permanent facilities and other public assets having a relatively long life. Certain planning studies, consultant fees, City staff charges, and major equipment, furniture, and fixtures necessary to make facilities operational also may be considered part of capital projects.

Capital Projects Fund – A governmental fund used to account for general capital construction including streets, parks, and public buildings.

CDBG – See Community Development Block Grant.

CDBG Fund – A fund that accounts for federal grants for housing and community development programs.

Glossary

— Continued —

Chart of Accounts – A uniform listing of accounts that standardizes City accounting and supports the preparation of standard external reports. It assists in providing control over all financial transactions and resource balances.

CIP – See Capital Improvements Program.

Client-Server – A computing platform where desktop personal computers (PCs), known as clients, access large pools of information stored on high-speed data servers. User interaction takes place at the PC, typically through graphical interfaces such as Windows. The server manages information storage. This approach combines the PC's innovation and ease-of-use with access to large pools of data traditionally associated with mainframe computers.

COBRA – See Consolidated Omnibus Budget Reconciliation Act.

Commingle – Refers to materials included in the City's recycling program, specifically glass jars and bottles, aluminum and steel cans, and plastic containers.

Community Development Block Grant (CDBG) – A general-purpose federal grant primarily used to facilitate the production and preservation of low and moderate-income housing.

Comprehensive Annual Financial Report (CAFR) – The official annual report of a government.

Consolidated Omnibus Budget Reconciliation Act (COBRA) – The legal requirement of an employer to offer eligible employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end.

Constant Yield – The tax rate that maintains the revenue from property taxes at the same level as the prior year. This rate is computed by the State Department of Assessments and Taxation each year on the basis of the new, adjusted assessable base for each jurisdiction. New property appearing on the rolls for the first time is excluded from the calculation.

Contingency – Contingency funding represents monies budgeted for use in unforeseen circumstances.

COPS Grant – Community Oriented Policing Services Grant. A federally funded grant to provide additional police officers.

CPD – Comprehensive Planned Development.

CPDS – Community Planning and Development Services is a department within the City's organizational structure.

CS – Community Services is a component of the Public Safety, Neighborhood, and Community Services Department.

Current Resources – Resources to which recourse can be had to meet current obligations and expenditures. Examples are current assets, estimated revenues of a particular period not yet realized, transfers from other funds authorized but not received, and in the case of certain funds, bonds authorized and unissued.

Glossary

— Continued —

Current Year — The fiscal year immediately preceding the budget year.

D.A.R.E. — Drug Awareness Resistance Education.

Debt Issuance — Sale or issuance of any type of debt instrument, such as bonds.

Debt Limit — The statutory or constitutional maximum debt that an issuer can legally incur.

Debt Ratios — Ratios which provide measures of assessing debt load and ability to repay debt, which play a part in the determination of credit ratings. They also are used to evaluate the City's debt position over time and against its own standards and policies.

Debt Service — The payment of interest on and repayment of principal on borrowed funds. The term also may be used to refer to payment of interest alone.

Debt Service Fund — A governmental fund which accounts for the payment of principal and interest on the general long-term debt of the City.

Deficit — The amount by which a government's budget outlays exceed its budget receipts for a given period, usually a fiscal year.

Department — A major administrative unit of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation — An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

Disbursement — The expenditure of monies from an account.

DIST — Department of Information Systems and Telecommunications.

Distinguished Budget Presentation Award Program — A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division — A categorization of organizational unit, indicating management responsibility for an operation or a group of related operations within a functional area, subordinate to the department level of organizational unit.

Empowerment — A managerial style which places emphasis on decentralized problem-solving in an effort to allow employees and citizens who are affected by policy decisions to participate extensively in the decision-making process.

Glossary

— Continued —

Encumbrance – A firm commitment to pay for future goods and services, formally documented with a contract or agreement that may extend over more than one budget year. Both encumbrances and planned expenditures on a project must fit within an agency's appropriation.

Enterprise Fund – A fund established to account for operations that are financed and operated in a manner similar to a private business, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's enterprise funds include Water Facility, Sewer, Refuse, Parking, Stormwater Management (SWM), and RedGate Golf Course.

Environment Program Area – A section of the CIP that focuses on the presentation, restoration, and care of the City's natural and man-made physical resources through stormwater management, sewage disposal, solid waste disposal, and historic preservation.

Expenditure – The issuance of checks, disbursement of cash, or electronic transfer of funds made to liquidate an obligation. Where accounts are kept on an accrual or modified accrual basis, expenditures are recognized whether or not cash payments have been made. Where accounts are kept on a cash basis, they are recognized only when cash payments have been made.

Expense – The outflow of assets or incurrence of liabilities (or both) during a period as a result of rendering services, delivering or producing goods, or carrying out other normal operating activities.

Fees and Credits – Income from any billing for services or sale made by the City. For example, athletic program registration fees, building permit fees, and animal licenses.

Fiscal Policy – The City's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides a set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY) – Any yearly accounting period, regardless of its relationship to a calendar year. The fiscal year for the City begins on July 1 of each year and ends on June 30 of the following year. It is designated by the calendar year in which it ends. For example, FY 2002 begins on July 1, 2001, and ends on June 30, 2002.

Fixed Assets – Assets of a long-term character which are intended to continue to be held and used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

Fringe Benefits – For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health, dental insurance, and life insurance.

Front-Foot Benefit – The term used to refer to the benefits that accrue to properties that are adjacent to public improvements. For example, if water mains are installed for the use of a neighborhood, the individual properties that are then connected to the water mains are receiving a "front-foot benefit," for which they will pay a one-time connection charge.

FTE – See Full-time Equivalent.

Full Faith and Credit – A pledge of the City's taxing power to repay debt obligations.

Glossary

— Continued —

Full-Time Equivalent (FTE) – A measure of authorized personnel calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Fund – A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

Fund Balance – The cumulative difference between revenues and expenditures over the life of a fund. A negative fund balance usually is referred to as a deficit.

FY – See Fiscal Year.

GAAP – See Generally Accepted Accounting Principles.

GASB – See Governmental Accounting Standards Board.

General Obligation Bonds – Bonds that are backed by the full faith and credit of the issuing government.

General Fund – The general operating fund that is used to account for all financial resources except for those required to be accounted for in another fund. This is the principal fund of the City and accounts for the normal recurring activities of the City.

General Government, Technology, and Community Enhancement Program Area – The section in the CIP that focuses on: construction, renovation, and replacement of City-owned facilities; enhancements to the City's information and communications systems; development of the central business district; enhancement of the gateways to the City; and other projects that do not clearly fit into one of the other program areas of the CIP.

Generally Accepted Accounting Principles (GAAP) – Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles as determined through common practice or as promulgated by the Governmental Accounting Standards Board, Financial Accounting Standards Board, or various other accounting standard setting bodies.

GFOA – Government Finance Officers Association.

GIS – Geographic Information Systems.

Goal – A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Golf Fund – An enterprise fund used to account for the financial activity associated with the City's public golf course. Also called the RedGate Golf Course Fund.

Glossary

— Continued —

Governmental Accounting Standards Board (GASB) – This organization was established as an arm of the Financial Accounting Foundation in April 1984 to promulgate standards of financial accounting and reporting with respect to activities and transactions of state and local governmental entities.

Governmental Fund – The funds through which most government functions are financed. The City's governmental funds are the General, Debt Service, Capital Projects, and Special Revenue Funds.

Grant – A County, State, or Federal financial assistance award making payment in cash or in kind for a specified program.

Gross Bonded Debt – The total amount of direct debt of a government represented by outstanding bonds before deduction of any assets available and earmarked for their retirement.

HVAC – Heating, ventilation, and air conditioning equipment.

ICMA – International City Manager's Association.

Infrastructure – The physical assets of a city (streets, water, sewer, public buildings, and/or parks) upon which the continuance and growth of a community depend.

Interfund Operating Transfers – Payments made from one operating fund to another as a contribution to defray a portion of the recipient fund's costs.

Intergovernmental Revenues – Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Investments – Securities, bonds, and real property (land and buildings) held for the production of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets as used in the normal course of governmental operations.

IT – Department of Information and Technology.

ITE – Institute of Transportation Engineers.

K.A.T. – Kindergarten Activity Time program.

LERN – Learning Resource Network.

Levy – (Verb) To impose taxes or special assessments for the support of governmental activities. (Noun) The total amount of taxes or special assessments imposed by a government.

Liabilities – Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

Long-Term Debt – Debt with a maturity of more than one year after the date of issuance.

Glossary

— Continued —

Management Indicators – See Performance Measures.

Matured Bonds Payable – A liability account reflecting unpaid bonds that have reached or passed their maturity date.

MDE – Maryland Department of the Environment.

Measurement Focus – The accounting convention which determines (1) which assets and which liabilities are included on an entity's balance sheet and (2) whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses).

MGD – Million gallons per day.

Mission Statement – A statement of special duty, function, task, or special purpose.

MML – Maryland Municipal League.

MNCPPC – Maryland National Capital Park and Planning Commission.

Modified Accrual Basis of Accounting – The accrual basis of accounting adapted to the governmental fund type. It is a modified version of the full accrual basis of accounting in that it, in general, measures financial flow (tax and spend) of an organization, rather than capital accumulation (profit or loss).

MPDU – Moderately Priced Dwelling Unit.

MVM – Motor Vehicle Maintenance is a division of the Department of Public Works.

Net Bonded Debt – Gross bonded debt less any cash or other assets available and earmarked for its retirement.

NFPA – National Fire Protection Association.

NLC – National League of Cities.

Non-Departmental Operating Expenditures – Operating expenditures which are not charged directly to specific departments but are a cost to the City as a whole, such as debt service payments and general liability insurance.

Objective – Desired output-oriented activities which can be measured and achieved within a given time frame such as the current fiscal year. Achievement of the objective advances an organization toward a corresponding long-range goal.

Obligations – Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Glossary

— Continued —

Operating Expenditures – Costs other than expenditures for personnel directly employed by the City (salaries, wages, and fringe benefits) and capital outlays. Examples of operating expenditures include office supplies, telephone expense, consulting or professional services, travel expenses, and contracts.

Ordinance – A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those which may be enacted by resolution.

Other Charges – In a summary analysis of expense types, this refers to all expenses not included within specifically defined categorizations. For example, within the City's general fund, this category consists primarily of funding to Outside Agencies and transfers to and from other funds.

Outside Agency – An independent, non-profit, community organization working on behalf of the Rockville community that requests funding contributions from the City.

Overlapping Debt – The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government that must be borne by property within each government.

Parking Fund – The enterprise fund used to account for the revenue and expenses from parking related activities, including the Middle Lane lot, the parking meter program, and a proposed parking garage in Town Center.

Part One Crimes – The eight major crimes. Four are crimes against person: murder, rape, robbery, and assault. Four are crimes against property: burglary, larceny, arson, and motor vehicle theft.

Pay-As-You-Go – Capital expenditures included in the CIP, which are funded by a contribution from an operating fund.

PC – Personal Computer.

Per Capita – Per unit of population by or for each person.

PEPCO – Potomac Electric Power Company.

Performance Measurements – Specific quantitative and qualitative measures of work performed as an objective of a department.

Personnel (Costs) – Expenditures that include salary costs for full-time, part-time, temporary, and contract employees, overtime expenses, and all associated fringe benefits.

Previously Authorized Projects – CIP projects that were funded in prior years, but which have not been completed and formally closed.

Prior Year(s) – The fiscal year(s) immediately preceding the current year.

Glossary

— Continued —

Program Area – CIP projects with a common focus. The four program areas in the City's CIP are: Recreation and Parks; Transportation; Environment; and General Government, Technology, and Community Enhancement.

Projections – Estimates of budget authority, outlays, receipts, or other budget amounts extending several years into the future. Projections generally are intended to indicate the budgetary implications of existing or proposed programs.

Property Management Fund – A fund that accounts for the proceeds of land sales in the Town Center. This land was acquired in 1976 when the urban renewal program was terminated. Proceeds from the sale of this land are applied to CDBG-eligible purposes.

Property Tax – A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation. The power to impose and collect property taxes is given to the Mayor and Council in Article IV, Section 1 of the City Charter.

Purchase Order – A document that authorizes the delivery of specified merchandise or the rendering of certain services and establishing the charge for them.

REACH – Real Estate Effort for Affordable Community Housing. Provides first-time homebuyer assistance.

REAP – Rockville Emergency Assistance Program.

Reappropriation Ordinance – Changes made to the appropriation ordinance during the fiscal year to reflect encumbered amounts added to the current budget from the prior fiscal year and adjustments to revenues and expenditures.

Receipts – Collections from the public based on a government's exercise of its sovereign powers. Governmental receipts consist of receipts from taxes, court fines, gifts and contributions, and compulsory licenses.

Recreation and Parks Program Area – The section of the CIP focused on projects that provide for an environment where citizens can enjoy nature and leisure time activities.

RedGate Golf Course Fund – See Golf Fund.

Refuse Fund – An enterprise fund used to account for the financial activity associated with the collection and disposal of refuse and yard waste.

Regional Stormwater Management (SWM) Participation – Fees paid by developers based on the amount of impervious area to be developed to finance the City's construction and maintenance of facilities.

Regular Employee – An employee who is hired to fill a position anticipated to have a continuous service duration of longer than one year, whose compensation is derived from the City's Administrative, Police, or Union classification tables, and whose position is established in the Position Control System.

Glossary

— Continued —

Reimbursement – A sum (1) that is received by the government as a repayment for commodities sold or services furnished either to the public or to another government account and (2) that is authorized by law to be credited directly to specific appropriation and fund accounts.

Repurchase Agreement – An agreement in which a governmental entity transfers cash to a broker-dealer or financial institution; the broker-dealer or financial institution transfers securities to the entity and promises to repay the cash plus interest in exchange for the same securities.

Resolution – A special or temporary order of a legislative body that requires less legal formality than an ordinance or statute.

Retained Earnings – The accumulated gains and losses of an enterprise fund to date reduced by amounts transferred to permanent capital accounts.

Revenue – Monies received or collected by the City as income, including such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

Revenue Anticipation Notes – Notes (sometimes called warrants) issued in anticipation of collection of non-tax revenues, retired after the collection of such revenues.

Revenue Bonds – Bonds whose principal and interest are payable exclusively from earnings from an enterprise fund. In addition to a pledge of revenues, such bonds sometimes contain mortgages on enterprise fund property.

RHE – Rockville Housing Enterprises.

RockNet – Rockville Community Electronic Network.

SDWA – Safe Drinking Water Act.

Self-Insurance – Refers to the City's participation in the Montgomery County Self-Insurance Fund. Self-insurance allows an organization to closely realize their actual claim experience as well as pool their insurance buying power with other participating agencies.

Sewer Fund – An enterprise fund used to account for the financial activity associated with the collection and treatment of sewage.

SHA – State Highway Administration.

Special Activities Fund – A fund in the governmental fund type used to account for funds earmarked for various purposes such as to assist financially disadvantaged citizens to participate in City programs, to enhance the historic Glenview Mansion, to enhance the citywide Bike Program, or to assist in telecommunications issues.

Special Assessment – A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Glossary

— Continued —

Special Revenue Fund – A fund used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The City's special revenue funds are Property Management, Swim Center, Special Activities, and Community Development Block Grant.

Stormwater Management (SWM) – A means of controlling the quantity and quality of stormwater runoff flowing downstream. SWM can refer to structural practices such as underground storage facilities, dams for retention, and detention facilities, or it can refer to non-structural practices such as lower density of development and wider stream buffers.

Surplus – The amount by which the City's budget receipts exceed its budget outlays for a given period, usually a fiscal year.

SWM – See Stormwater Management. This is a division of the Department of Public Works.

Stormwater Management Fund – An enterprise fund used to account for costs of maintaining existing stormwater management facilities and the construction of new facilities.

Swim Center Fund – A special revenue fund used to account for the financial activity associated with the operations and costs of the City's Swim Center pools, snack bar, and other operations.

Targets of Opportunity – Contingency funds for use by the Mayor and Council in funding unanticipated community needs that may arise during the fiscal year.

Tax Anticipation Notes – Notes, sometimes called warrants, issued in anticipation of collection of taxes, retired from tax collections, and frequently from the proceeds of the tax levy whose collection they anticipate.

Tax Base – All forms of wealth under the City's jurisdiction that are taxable.

Tax Duplication – A state of affairs whereby both Montgomery County and the City of Rockville levy property taxes on property in Rockville to pay for services rendered by the City. The County makes a lump sum payment to the City as a mechanism for alleviating the inequities otherwise created by the duplicate taxation.

Tax Rate – The amount levied per \$100 of assessed property value, as determined by the State assessor, on property within the City of Rockville. The Mayor and Council establish the tax rate each year in order to finance General Fund activities.

TDD – Telecommunications Device for the Deaf.

Telecommunications – Communicating by electronic or electric means.

Temporary Employee – An employee who is hired to fill a position anticipated to have a continuous service duration of less than one year, whose compensation is not derived from the City's Administrative, Police, or Union classification tables, and whose position is not established in the Position Control System. These employees do not receive fringe benefits.

Glossary

— Continued —

Transfer – Shifting of all or parts of the budget authority in one appropriation or fund account to another as specifically authorized by law.

Transportation Program Area – The section in the CIP focused on projects that provide for the maintenance and construction of public ways and participation in the planning of mass transit.

Undesignated Fund Balance – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Unemployment Rate – The share of the labor force that is unemployed. It is the number of unemployed persons expressed as a percentage of the civilian labor force.

Unreserved Fund Balance – That portion of a fund balance for which no binding commitments have been made.

User Fees – Payments for direct receipt of a public service by the party benefiting from the service. Also known as user charges.

VEU – Vehicle Equivalent Units.

Waiver Fees – See Regional SWM Participation.

Water Facility Fund – An enterprise fund used to account for the financial activities associated with the treatment and distribution of potable water.

WSSC – Washington Suburban Sanitary Commission.

YFCS – Youth, Family, and Community Services (YFCS) is a division of the Department of Public Safety, Neighborhood, and Community Services (Neighborhood and Community Services).

Zoning – The partitioning of a city, borough, or township by ordinance into sections reserved for different purposes (i.e. residential, offices, manufacturing).

Index

Accounting and Control Division	111	Community Profile.....	xvi
Accounting, Auditing, and Reporting Practices.....	26-27	Community Recreation Division.....	175-176
Acknowledgements	ii	Community Services Administration Division	140
Action Areas, Imagine Rockville	29	Community Values, Statement of	29
All Funds Summary	37-45	Comparison, FY 2000 to FY 2001, Budget Message.....	18
Assessable Base of All Taxable Property [graph].....	47	Contract Management Division	151
Assessed Valuation [graph].....	49	Creative Growth Management, Budget Message	4
Assessed Value of Personal Property [graph].....	50		
		Debt Management Policies	27
Basis of Budgeting.....	26	Debt Service Fund.....	67-69
Boards and Commissions, Description	35-36	Departments by Fund Type.....	40
Boards and Commissions, Directory of.....	33	Directory of Officials and Boards and Commissions.....	33
Budget Comparison by Fund	42	Directory of Management Team	34
Budget Development Process.....	23		
Budget Highlights	19	Enterprise Funds	70-84
Budget Message, City Manager's, April 9, 2001	1	Environmental Engineering and SWM Division.....	153
Budget Message, City Manager's August 9, 2001	xi	Equity, Statement of Unreserved in City Funds.....	44
Budget Ordinance, Adopted.....	xii		
Budget vs. Actual, History of, 1998-2002.....	41	Facilities Maintenance Services Division	184
Budget Versus Modified, FY 2001	43	Field Services Division	133
Budgetary Practices.....	25-26	Finance, Department of.....	107-114
		Financial Administration and Budget Division.....	110
Cable Television and Telecommunications Division	122	Financial Management Policies	25-28
Camps and Classes Division	179	Fleet Review and Replacement Process	156
Capital Financing and Debt Management Policies	27-28	Fleet Schedule.....	157-158
Capital Improvements Program (CIP) Financing Policies.....	26	Full Time Equivalent (FTE) Positions by Department.....	22
Capital Improvements Program Overview	195-218	Full Time Equivalent (FTE) Positions by Fund	21
CIP, Alphabetical Project Index	217-218	Fund Balance, Statement of Projected Equity, by Fund.....	44
CIP, Appropriation Schedule [graph].....	208	Fund Highlights, Enterprise, Budget Message.....	14-17
CIP, Appropriation Summary by Program Area	209	Fund Structure	25
CIP, Compatibility with City Financial Policies	198		
CIP, Debt Projections.....	198	General Fund.....	46-58
CIP, Environment Program Area.....	309-360	General Fund Expenditures.....	57
CIP, Financing the	196	General Fund Expenditures, Comparison of Annual [graph].....	58
CIP, Funding Source Summary.....	207	General Fund Revenues, All Sources	46-
CIP, Funding Status by Fund	210	General Fund Revenue, All Sources [graph].....	46
CIP, General Govt., Tech, and Comm Enh. Program Area	361-380	General Fund Revenues, By Source.....	52-56
CIP, Neighborhood Orientation of Projects.....	199-202	General Fund Revenues, Detail of Major Sources	47-51
CIP, Organization of the	195	General Government Expenditures	189
CIP, Overview, Budget Message.....	8-10	General Maintenance Division.....	154
CIP, Practices	26	Glossary	402-414
CIP, Recreation and Parks Program Area.....	219-264	Golf Course Fund, RedGate	83-84
CIP, Relationship between the Operating Budget and	196-197		
CIP, Sample Project Sheet.....	216	History of Budgeted and Actual Expenditures by Fund.....	41
CIP, Sources of Funding [graph].....	208		
CIP, Transportation Program Area	265-308	Imagine Rockville	29
CIP, Understanding the Project Sheets	215	Income Tax Revenue.....	51
Capital Outlay, Schedule.....	381-386	Income Tax Revenue [graph].....	51
Cash in City Funds, Statement of Projected.....	45	Information and Technology, Department of.....	115-124
Cash Management/Investment Practices	26	Information and Technology Operations Division	118-120
Changes from Proposed to Adopted Operating Budget.....	xv	Information and Technology Special Projects Division	121
Childcare Division	180	Initiatives, Mayor and Council.....	30
City Attorney's Office	89	Inspection Services Division.....	104
City Clerk's Office	90	Introduction to the Budget Document.....	x
City Manager, Department of the.....	91-96		
City Manager's Message.....	1-18	Long-Range Planning Division.....	103
City Manager's Office	94	Long-term Debt Summary.....	69
Civic Center Complex Division	174		
CPDS Administration Division	100	Major Policy Documents, Summary of.....	31-32
Community Development Block Grant Division	105	Management Team, Directory of	34
Community Development Block Grant Fund.....	65-66	Mayor and Council, Directory of	33
Community Enhancement and Code Enforcement	142	Mayor and Council Policy Agenda	30
Community Planning and Devel. Serv., Department of	97-106	Mayor and Council Policy Initiatives, Budget Message.....	4-8

Index

— Continued —

Mayor and Council's Office	88	RedGate Golf Course Fund	83-84
Mayor and Council, Department of the	85-90	RedGate Golf Course Division	186
Motor Vehicle Maintenance Division	155	Refuse Operations Division	163
Neighborhood Orientation of Projects, CIP	199-202	Refuse Fund	76-78
Neighborhood Resource Program	141	Refuse, Annual Charge, Rockville vs. Montgomery Cnty [graph] ...	77
Neighborhood Revit. and Code Enforcement, Budget Message	5-6	Revenue and Expenditure Policies	27
Non-Departmental Expenses, Summary of	189	Revenue Division	112
Officials, Directory of	33	Revenue Picture, Budget Message	3-4
Operating Budget, Changes from Proposed to Adopted	xv	Revitalization and Housing	101
Operating Budget Practices	25	Sanitary Sewer Systems Maintenance Division	162
Ordinance, Budget Adopted	xii-xiv	Senior Services Division	181
Organizational Chart, City of Rockville	24	Sewage Disposal Division	161
Orientation of Projects by Neighborhood	199	Sewer Fund	73-75
Outside Agencies, Budget Message	12	Sewer Rate Comparison, Rockville vs. WSSC	74
Outside Agency Funding, Comparison of	190	Special Activities Division, Dept. of IT	123
Outside Agency Descriptions	191-193	Special Activities Division, Dept. of PSNCS (Neigh. and CS)	144
Parking Fund	79-80	Special Activities Division, Dept. of Recreation and Parks	187-188
Parking Meters	135	Special Activities Fund	63-64
Parks and Grounds Maintenance Division	183	Special Events Division	172
Pay Scale, Administrative	389	Special Revenue Funds	59-66
Pay Scale, AFSCME Union	390	Sports Division	182
Pay Scale, Police	391	Staffing Changes, Budget Highlights	19
Pay Scale, Recreation and Parks	392	Staffing Summary, Department of the City Manager	93
Pay Scale, Senior Administration	393	Staffing Summary, Department of CPDS	99
Performance Measures, Budget Message	11-12	Staffing Summary, Department of Finance	109
Personal Property, Taxes on	50	Staffing Summary, Department of Information and Technology ...	117
Personnel Department	125-128	Staffing Summary, Department of the Mayor and Council	87
Planning Division	102	Staffing Summary, Department of PSNCS (Neigh. and CS)	139
Police Administrative Services Division	132	Staffing Summary, Department of PSNCS (Police)	131
Policy Agenda, Mayor and Council	30	Staffing Summary, Department of Public Works	148-149
Policy Documents, Summary of Major	31-32	Staffing Summary, Department of Recreation and Parks	168-170
Policy Initiatives, Budget Message	4-8	Staffing Summary, Personnel Department	128
Position Changes, Summary of FY 2001-FY 2002	20	Statement of Community Values	29
Position Grades and Classifications, Administrative	387-388	Statement of Projected Cash in City Funds	45
Position Grades and Classifications, AFSCME Union	390	Statement of Projected Unreserved Equity in City Funds	44
Position Grades and Classifications, Police	391	Stormwater Management Fund	81-82
Position Grades and Classifications, Recreation and Parks	392	Support Services Division	134
Position Grades and Classifications, Senior Administration	393	Swim Center Division	185
Positions, New, Budget Message	13-14	Swim Center Fund	61-62
Property Management Fund	59-60	Table of Contents	iii-ix
Property Tax Rate [graph]	48	Technology, Budget Message	7-8
Property Taxes — Full Value Assessments	48	Town Center, Budget Message	6-7
Property Taxes, General	47	Transportation Engineering and Planning Division	152
PSNCS, Department of	129-144	Unreserved Equity in City Funds, Statement of Projected	44
PSNCS (Neighborhood and CS), Dept. of	137-144	Water Facility Fund	70-72
PSNCS (Police), Department of	129-136	Water Rate Comparison, Rockville vs. WSSC [graph]	71
Public Information, Graphics, and Printing Division	95	Water Systems Maintenance Division	159
Public Works Administration Division	150	Water Treatment Plant Division	160
Public Works, Department of	145-164	Workforce Issues, Budget Message	12-13
Purchasing and Stockroom Division	113	Youth, Family, and Community Services Division	143
Rate Information, Budget Highlights	19		
Real Property, Taxes on	49		
Recreation and Parks Administration Division	171		
Recreation and Parks, Department of	165-188		
Recreation Centers Division	177-178		
Recreation Services Division	173		